

*etc* *PM* *nm*

INSTRUCTION

NO. LI 110-100-3

SUBJECT: Correspondence - "Signer's Copy" for Chief or Deputy  
Chief of Logistics

1. GENERAL

This Instruction <sup>supplements</sup> implements P&SO Instruction No. 110,  
Correspondence Procedure, dated 2 March 1953 and provides for the  
preparation of one additional copy of correspondence which is to  
be signed by the Chief or Deputy Chief of Logistics.

2. PROCEDURE:

a. One copy of all correspondence prepared for the signature  
of the Chief and/or Deputy Chief of Logistics will be <sup>indicated on</sup> ~~reserved for~~  
the "signer's copy".

b. The "signer's copy" will be in addition to the usual  
number of copies required and it will be typed on white tissue.

c. When assembling correspondence, the "signer's copy" will  
be placed on the bottom of other copies. After the correspondence  
has been logged-in through the Logistics Registry, signed, and  
dated, the "signer's copy" will be removed and filed in the Office  
of the Chief of Logistics to be used as a ready reference file.

FOR THE CHIEF OF LOGISTICS:

Chief, Administrative Staff

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LO/AS/JDD:mel